



APPLICATION FOR EMPLOYMENT

P.O. Box 720222
BYRAM, MS 39272

AN EQUAL OPPORTUNITY EMPLOYER



The City of Byram accepts applications for employment with the Byram Police Department without regard to race, color, religion, creed, gender, national origin, disability, marital status, veteran status, sexual orientation, or any other legally protected status.

IMPORTANT: This application must be returned to the Human Resource Office at the City of Byram located at 5901 Terry Road, Byram, MS 39272. Any application not returned to Human Resources will be rejected.

- Print clearly in black or blue ink. Application must be handwritten and legible. Answer each question fully and accurately. **Incomplete applications will not be considered.** All information on your application is subject to verification.
- This application will become void 180 days after you submit it, or when the position for which you applied is filled, or when you accept other employment, whichever occurs first.
- Any misrepresentations, deceit, or omissions on your application could result in automatic disqualification. All sections in this employment application are applicable to you regardless of position for employment you are applying for.
- Resumes are NOT ACCEPTED
- If you have any questions regarding information on this application, please contact the Byram Police Department at 601-372-7747.

1. PERSONAL DATA

Last Name	First Name	Middle Name
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Social Security Number	Driver License Number	Driver License State	Date of Birth
Home Phone: (Include Area Code)	Cellular Phone: (Include Area Code)	E-mail Address	

A. Present Address:	_____				
	House / Apartment Number / PO Box #	City	State	Zip Code	County
B. Mailing Address, if different:	_____				
	House / Apartment Number / PO Box #	City	State	Zip Code	County

2. POSITION APPLIED FOR

	Date of Application	Date Available to Start	List all other names/nicknames that you were known as that would enable us to check your education /experience:
<input type="checkbox"/> I am a Mississippi certified law enforcement officer. BLEOST #: _____			
			1. _____
			2. _____
			3. _____

3. EMPLOYMENT HISTORY - List chronologically all present and past employers for the **past TEN (10) years**. Include summer, part-time and self-employment. For any unemployed periods, show dates, earnings (if any), and location. If additional space is needed, attach print and attach additional sheets to this application. List **ANY** police employment to include full-time, part-time or police reserve status.

Current Employer Name <input type="checkbox"/> Unemployed	Phone No. (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Start Salary \$	Ending Salary \$
Supervisor's Name	Work Performed	
Reason for Leaving		
Were you disciplined, counseled, warned, discharged or asked to resign because of job performance or for violating the company rules of this organization? <input type="checkbox"/> YES <input type="checkbox"/> NO – If Yes, explain. _____		

Employer Name <input type="checkbox"/> Unemployed	Phone No. (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Start Salary \$	Ending Salary \$
Supervisor's Name	Work Performed	
Reason for Leaving		
Were you disciplined, counseled, warned, discharged or asked to resign because of job performance or for violating the company rules of this organization? <input type="checkbox"/> YES <input type="checkbox"/> NO – If Yes, explain. _____		

Employer Name <input type="checkbox"/> Unemployed	Phone No. (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Start Salary \$	Ending Salary \$
Supervisor's Name	Work Performed	
Reason for Leaving		
Were you disciplined, counseled, warned, discharged or asked to resign because of job performance or for violating the company rules of this organization? <input type="checkbox"/> YES <input type="checkbox"/> NO – If Yes, explain. _____		

Employer Name <input type="checkbox"/> Unemployed	Phone No. (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Start Salary \$	Ending Salary \$
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Employer Name <input type="checkbox"/> Unemployed	Phone No. (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Start Salary \$	Ending Salary \$
Supervisor's Name	Work Performed	
Reason for Leaving		
Were you disciplined, counseled, warned, discharged or asked to resign because of job performance or for violating the company rules of this organization? <input type="checkbox"/> YES <input type="checkbox"/> NO – If Yes, explain. _____		

5. REFERENCES - Give at least three (3) references, not relatives, who are responsible adults of reputable standings in their communities, such as householders, property owners, business or professional persons, who have known you well during the past five (5) years, and three (3) social acquaintances in your own age group. (Attach additional pages, if needed)

Business/Professional References – (Supervisors and/or Co-Workers are Acceptable)				
1.	Name	Business Name	Address	() Phone #
			City State Zip	
2.	Name	Business Name	Address	() Phone #
			City State Zip	
3.	Name	Business Name	Address	() Phone #
			City State Zip	
Personal References – (Known for at Least 5 Years)				
1.	Name	Years Known	Address	() Phone #
			City State Zip	
2.	Name	Years Known	Address	() Phone #
			City State Zip	
3.	Name	Years Known	Address	() Phone #
			City State Zip	

6. EDUCATION/ADDITIONAL INFORMATION

Name and Address of School	Dates Attended	Type of Diploma/Degree
High School	Circle Highest Year Completed 09 10 11 12	From To <input type="checkbox"/> Diploma <input type="checkbox"/> G.E.D.
College	Credit Hours Completed	From To <input type="checkbox"/> None
College	Credit Hours Completed	From To <input type="checkbox"/> None
Graduate, Professional, Business, or Trade School	Hours	From To <input type="checkbox"/> None
INDICATE IF YOU HAVE ANY OF THE FOLLOWING SKILLS:		
CHECK APPROPRIATE SKILL		
<input type="checkbox"/> Typing – Speed _____ WPM		
<input type="checkbox"/> Word Processing	<input type="checkbox"/> Telephone Console	
<input type="checkbox"/> Computer	<input type="checkbox"/> Type:	
<input type="checkbox"/> Software:		
Other Skills/Abilities:		
Instructor Certifications:		
Specialized Training:		

8. TRAFFIC HISTORY – IN THE PAST TEN (10) YEARS, HAVE YOU RECEIVED ANY TRAFFIC OR PARKING CITATIONS?
 YES NO Has your driver's license ever been suspended or revoked? YES NO

Date	Charging Agency	Violation	Final Disposition	Details
			<input type="checkbox"/> Guilty <input type="checkbox"/> Not Guilty <input type="checkbox"/> Paid Fine	
			<input type="checkbox"/> Guilty <input type="checkbox"/> Not Guilty <input type="checkbox"/> Paid Fine	
			<input type="checkbox"/> Guilty <input type="checkbox"/> Not Guilty <input type="checkbox"/> Paid Fine	
			<input type="checkbox"/> Guilty <input type="checkbox"/> Not Guilty <input type="checkbox"/> Paid Fine	
Explanations:				

9. RELATIVES - All applicants must give complete information concerning their relatives. If you have been married more than once, give the requested information concerning each former husband or wife. Include step related persons.

Complete Name (No Initials) and Address of All Relatives to include step related	Occupation, Including name and address of firm where employed, if applicable	Date and place of naturalization, if applicable
A. Father Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
B. Mother Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
C. Step-Father Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	
D. Step-Mother Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	
E. Spouse Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	
F. Ex-Husband/Wife/Biological Parent of Child Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	

Complete Name, (No Initials) and Address of All Relatives to include step related	Occupation, Including name and address of firm where employed, if applicable	Date and place of naturalization, if applicable
G. Ex-Husband/Wife/Biological Parent of Child Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	
H. Ex-Husband/Wife/Biological Parent of Child Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	
I. Children Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
J. Brothers / Step-Brothers Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	

Complete Name, (No Initials) and Address of All Relatives to include step related	Occupation, Including name and address of firm where employed, if applicable	Date and place of naturalization, if applicable
K. Sisters / Step-Sisters Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
L. Brother / Sister-in-Law Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased	
M. Father-in-Law Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	
N. Mother-in-Law Name: _____ Address: _____ Place of Birth: _____	<input type="checkbox"/> Deceased - <input type="checkbox"/> N/A	

10. MILITARY RECORD

Have you ever served in the Armed Forces of the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES		Branch of Service:	
Duties:		Rank:	
Active Duty Dates Served: From: _____ / _____ / _____ To: _____ / _____ / _____		Type of Discharge:	
Are you currently a member of the National Guard or other Reserve Unit? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reserve/Guard Status:	
Reserve Branch:	Unit & Location (City, ST):		
Reserve/Guard Status Dates Served: From: _____ / _____ / _____ To: _____ / _____ / _____			
If you are in a pay status requiring drills, meeting or camps, give the unit and location:			
While serving in the military, did you receive any counseling, discipline, court martial, or company punishment? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, Explain:			

ATTACH a COPY OF YOUR DD – 214 (Member – 4 Format)

11. MILITARY TRAINING/EXPERIENCE

Describe any job-related training in the United States Military:

12. RELEVANT DATA

1. Are you a citizen of the United States? Yes No
2. Have you ever applied to or been employed by the City of Byram? Yes No
 If you have been, please check box below - give dates and positions(s) held:
 Employed – Position: _____ Employed from: _____ to _____
 If you applied to the City of Byram but were not hired, please check box below:
 Position Previously Applied for _____ Date: _____
3. Do you have relatives employed by the City of Byram? Yes No
 If Yes, please list names, relationships and occupations:

4. Are you at least 21 years of age? Yes No
5. Do you have a Valid Drivers License? Yes No
6. Have you ever illegally used any controlled substance(s)? Yes No
 (Example: Marijuana, LSD, PCP, Cocaine, Heroin, Ecstasy, Steroids, or any other controlled substance)
7. **Did you read, understand and answer all questions?** Yes No

13. Applicant's Statement

I understand that this application will become void 180 days after I submit it, or when the position for which I apply is filled, or when I accept other employment, whichever comes first.

In the event of employment, I understand that any false or misleading information given in my application or interview(s) may result in my discharge.

In the event of employment, I understand that I am required to abide by all the rules, regulations and policies of the City of Byram and the Byram Police Department.

I certify that all the answers given within this application are true and complete to the best of my knowledge.

Signature of Applicant

Date

14. REQUIRED DOCUMENTS

ATTACHED

- | | |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 1. General Equivalency Certificate or certified copy of High School Transcripts | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Certified Copy of College transcripts | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Copy of Current Driver's License (<i>Affix to the space provided below</i>) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Copy of Current First Aid/CPR Certification | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Copy of Most Recent DD-214 – <u>For military service</u> , (Member – 4 format, Copy Only) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Copies of all training <u>certifications</u> (example: police academy, etc.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Certified Copy of your Birth Certificate | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Current Color Photograph (<i>Affix to the space provided below</i>) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Did you supply all information requested in this application? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

All transcripts should be received by the City of Byram in a sealed envelope from the learning institution.

Attention all Applicants

**Attach a photocopy of
your driver's license
in this space**

**Attach a
Current
Color
Photograph
Here**

FOR HUMAN RESOURCES OFFICE USE ONLY

Date Returned

Accepted by

AUTHORITY TO RELEASE INFORMATION

THIS FORM MUST BE NOTARIZED!

Read the following release form carefully and enter your signature, current address, telephone number, date of birth, social security number and the date in the designated spaces.

TO WHOM IT MAY CONCERN:

I am an applicant for a position with the City of Byram, Mississippi Police Department. The City needs to investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history is disclosed to the City of Byram.

I hereby authorized any representative of the City of Byram bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the City of Byram, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the City of Byram to consider in determining my suitability for employment. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigation and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of organization, including its officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the City of Byram regardless of any agreement I may have made with you previously to the contrary. The organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the City of Byram's acceptance and processing of my application for employment, I agree to hold the City of Byram, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Byram. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the City of Byram in conjunction with employment procedures. A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of one (1) year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Print Name: _____

Signature: _____

Current Address: _____

Date of Birth: _____ Social Security Number: _____

Home Telephone: () _____ Work Telephone: () _____

STATE OF _____

COUNTY OF _____

Personally came and appeared before me, the undersigned authority in and for said county and state, the within named _____, who acknowledged to me that he/she signed and delivered the above foregoing waiver on the date therein mentioned and for the purpose therein expressed.

Sworn to and subscribed before me this _____ day of _____, 20 ____ .

My Commission Expires:

Notary Public

**THIS PAGE IS FOR APPLICANTS FOR THE POSITION OF
SWORN POLICE OFFICER**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the occupation of a police officer? YES NO
If No, you are to explain on a separate sheet of paper.

I understand that all appointments are at-will and I must demonstrate my fitness for continued employment by the City of Byram. I also understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation and I am aware that willfully withholding information or making false statements on this application will be the basis for dismissal from the City of Byram and I agree to these conditions.

I also certify that I have never been convicted of the misdemeanor crime of **Domestic Violence** and that I am not prohibited from carrying a weapon or ammunition for any reason.

(Signature of applicant as usually written)

STATE OF _____

COUNTY OF _____

Personally came and appeared before me, the undersigned authority in and for said county and state, the within named _____, who, being by me first duly sworn, states upon his oath that the matters and things set forth in the above and foregoing application for employment are true and correct as therein stated.

Signature of Applicant

Sworn to and subscribed before me this _____ day of _____, 20 ____ .

My Commission Expires:

Notary Public